

Email Template: Initial Outreach Email to DCH Training Needs Assessment Respondents

Dear <insert name>,

The Centers for Disease Control and Prevention's Division of Community Health (DCH) is working to better understand and respond to the training needs of its awardees. To do so, DCH has contracted with ICF International to develop an instrument to collect information about training needs. This email is to request your response to the DCH Training Needs Assessment.

We are interested in collecting information from your perspective as a <principal investigator/program manager, evaluation staff member, coalition member, or media/communication staff member>. Unless otherwise noted, please respond to the questions according to your individual training needs related to your role on either the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement or the Partnerships to Improve Community Health (PICH) cooperative agreement. On average the Training Needs Assessment will take <insert estimated time based on piloting> to complete. **Please complete the Training Needs Assessment by <insert date>.**

Completion of this questionnaire is voluntary, and strongly encouraged. It will help us serve you more effectively by developing training that addresses your needs and preferences. Completing and submitting the survey will indicate your consent to participate. Your responses will be maintained in a secure manner by our contractor, ICF International. Individually identifiable responses will not be provided to DCH staff.

Your opinions, along with those of other principal investigators/ program managers, evaluators, media/communications staff, and coalition members will be compiled and analyzed in aggregate form by ICF International. A report of these results will be provided to DCH to improve its training and technical assistance services. Respondents will be provided a summary report on request. We anticipate the assessment will be administered again the last quarter of 2016 to understand and respond to any evolving training needs of awardees.

We are aiming to have as close to 100% response as possible to provide DCH with training needs for all their awardees. Please respond today! **Please click here to access the assessment.** *Insert hyperlink with the full web address.*

If you have any questions about accessing the DCH Training Needs Assessment, please contact DCHTrainingNA@icfsurveysupport.com. If you have questions related to the content of the training needs assessment, please do not hesitate to contact Tim LaPier at tnl4@cdc.gov. We appreciate your time and participation in this important assessment.

Best Regards,
<Insert signature>